

Human Resources Administrator

The City of Altoona, PA is seeking qualified candidates for the position of Human Resources Administrator. This position reports directly to the City Personnel Director, and the selected candidate will provide administrative support to the Personnel Department including the following:

Coordinates new hire process including all paperwork, pre-employment testing, and background and reference checks.

Coordinates all aspects of the civil service testing process for the Police and Fire Departments.

Maintains personnel, medical, and workers' compensation files and monitors and updates citywide attendance records.

Monitors and documents FMLA and all other leaves of absence.

Manages departmental budget expenditures, processes and monitors departmental payments.

Provides administrative support to department director and City related boards as needed.

Assists in administration of employee benefit and workers compensation programs.

Schedules meetings and compiles meeting minutes.

Requirements:

The qualified candidate will have a Bachelor's degree or equivalent experience, with 1-3 years of related work experience.

Proficiency in Microsoft Word and Excel is required.

HRIS experience required, experience with ABRA preferred.

Labor Relations and workers' compensation experience preferred

Excellent communication and interpersonal skills.

Ability to complete assigned projects and maintain a high level of confidentiality.

The salary range for the position is \$32,000 to \$35,000 annually, depending on qualifications, with excellent fringe benefits. The successful candidate must become and remain a resident of the City of Altoona within six (6) months after appointment to the position. Please submit resume, salary requirements, and three (3) work-related references by Friday, June 16, 2006 to: Personnel Director, City of Altoona, City Hall, 1301 12th Street, Altoona, PA 16601.

EQUAL OPPORTUNITY EMPLOYER M/F/D/V